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SUSTAINABLE PURCHASING POLICY

1. OBJECTIVE:

The aim of this policy is to ensure that all purchased materials and services are provided in accordance with quality, price, timely delivery, sustainability, and environmental impact criteria. This process is managed in a way that supports both the efficiency of our company and our environmental and social responsibilities.

2. PURCHASING PROCESS

Purchasing processes are carried out efficiently and transparently. The processes cover the following steps:

- **Needs Determination:** The production, maintenance, and other departments determine the necessary material and service needs.
- **Offer Collection and Evaluation:** Offers are received from suppliers, taking into account price, quality, quantity, sustainability practices, and delivery times.
- **Supplier Selection:** Supplier Selection and Evaluation Procedure is put into practice. Suppliers that meet technical specifications as well as environmental and social responsibility criteria are preferred.
- **Purchase Confirmation:** Purchase approvals are obtained in accordance with the Approval Limits Policy.
- **Purchasing and Ordering:** As a result of the selection and evaluation of the supplier, an agreement is entered into with the supplier deemed appropriate, and an order is placed.
- **Delivery and Control:** When the materials are received, the goods acceptance and entry quality controls process is managed in accordance with the instructions and procedures.
- **Payment and Tracking:** Payments are made in accordance with the agreement, and supplier performances are measured and monitored according to quantity, delivery, and price criteria for each purchase.

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3. SUPPLIER SELECTION AND AFFAIRS

- **Supplier Evaluation:** Suppliers are evaluated based on criteria such as product quality, cost, delivery time, references, and compliance with environmental, social, and ethical standards.
- **Long-Term Affairs:** The purchasing department aims to establish long-term relationships with reliable and quality suppliers. Supplier performance is regularly monitored.
- **Diversity and Competition:** To reduce dependence on a single supplier, several alternative suppliers having similar qualifications are worked with.
- **Environmental Responsibility:** The purchasing department ensures that suppliers offer environmentally friendly production methods and products with a low carbon footprint. We only work with suppliers that do not pollute the environment, that use recyclable materials, and that produce energy efficiently.
- **Social Responsibility:** Attention is paid to suppliers' compliance with ethical working conditions, workers' rights, and social responsibilities. Workers' rights, safe and fair working conditions, and fair wages are important criteria in supplier affairs.
- **Quality Standards and Certificates:**
- **Product Quality:** The quality standards of the materials to be purchased are determined, and these standards are agreed upon with the suppliers. Input quality control tests are conducted when the products are received.
- **Certifications and Conformity:** The materials to be purchased are expected to comply with the legal regulations and safety standards required for industrial kitchenware production. Suppliers with ISO 14001 (Environmental Management System), ISO 9001 (Quality Management System), FSC (Forest Management), and similar sustainability certificates are preferred.

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- **Long-Term Collaborations:** Long-term relationships with reliable and sustainable suppliers are established. This both ensures the security of the supply chain and supports sustainable growth.

4. SUSTAINABILITY IN PRODUCT AND MATERIAL SELECTION

- **Sustainable Product Selection:** The materials to be purchased are selected to minimize environmental impacts. Biodegradable or recyclable materials are preferred over plastic.
- **Energy Efficient and Durable Equipment:** Taking the energy efficiency of industrial kitchen equipment into account, long-lasting and efficient products are purchased. This equipment both reduces energy costs and minimizes environmental impacts.
- **Waste Reduction and Recycling:** It is aimed to reduce the amount of waste in the production processes of purchased materials. At the same time, it is ensured that the materials used are recyclable.
- **Packaging Sustainability:** The packaging of materials and equipment must be environmentally friendly. Alternative packaging (e.g. recyclable cardboard, biodegradable materials) is preferred to minimize the use of plastic packaging.

5. PRICING AND COST MANAGEMENT

- **Competitive Prices:** The purchasing department ensures that material prices comply with market conditions. At the same time, it negotiates for the most affordable prices while maintaining quality.
- **Budget Tracking:** Purchasing is performed in accordance with the annual budgets designated for each department. Expenditures are monitored regularly and budget exceeding is prevented.

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- **Comprehensive Cost Analysis:** Purchasing decisions are made based on total lifetime costs (TCO), not just initial purchase costs. This encourages the preference of longer-lasting, energy-efficient, and environmentally friendly products.
- **Economic Sustainability:** In the purchasing process, not only the initial price of the products but also economic factors such as energy consumption, maintenance costs, and product life are considered. Products that will save money in the long term are preferred.

6. DELIVERY AND LOGISTICS

- **Timely Delivery and Storage:** Delivery times are managed effectively. Delivery times are determined by taking the production process and project delivery dates into account. Suppliers are expected to comply with the delivery dates specified in the agreement. Storage conditions are optimized taking into account energy efficiency.
- **Sustainable Logistics:** Suppliers are expected to develop strategies to reduce their carbon footprint during the carriage of products. This includes the use of low-emission transport vehicles, public transport, and short-distance logistics solutions.
- **Storage Stock Management:** Received materials are stored in accordance with packaging, stacking, and preservation standards and recorded in the warehouse management system. Critical stock levels are regularly checked.

7. ENVIRONMENTAL PERFORMANCE AND TRACKING

- **Carbon Footprint Tracking:** The environmental impacts of purchased products are monitored. Suppliers are asked to report on the improvement endeavors they have carried out to reduce carbon emissions.
- **Eco-Friendly Packaging Tracking:** The environmental impacts of the packaging used are regularly monitored and steps are taken to reduce it. It is ensured that the use of unnecessary packaging is prevented.

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- **Sustainability Reporting:** Annual sustainability reports are drawn up and environmental and social performance during the purchasing process is evaluated. Such reports are used to monitor the company's progress towards achieving its sustainability goals.

8. RISK MANAGEMENT AND CONTINUITY

- **Supply Chain Management:** The purchasing department keeps alternative suppliers and logistics solutions ready to minimize potential supply chain interruptions.
- **Supplier Performance Tracking:** Suppliers' delivery times, quality, price, and general service performance are regularly evaluated, and the supplier is changed if necessary.

9. MONITORING AND AUDIT

- **Supplier Performance Tracking:** Suppliers' sustainability performances are regularly monitored and evaluated. In the event of performance drops, improvement steps are identified.
- **Audit:** Purchasing transactions are supported by respective documents (order, invoice, payment documents, etc.) and made available for audit when necessary. The purchasing process and suppliers are made subject to regular internal audits. These audits are conducted in terms of both financial and environmental and social sustainability.

10. TRAINING AND AWARENESS

- **Purchasing Department Training:** Purchasing department employees are regularly trained on sustainable purchasing. Awareness among them on reducing environmental impacts, ethical procurement, and social responsibility is raised.

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- **Supplier Training:** Training and guidance are provided to suppliers to ensure compliance with sustainability targets. This covers a wide spectrum, from material manufacturers to logistics providers.

We are committed to providing high-quality and reliable products and services in a fair and legal manner by adhering to the principles of transparency, ethical values, and sustainability in supply processes.

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